

**APPROVED 3/19/12**

Copies of the Agenda for the meeting of February 20, 2012 were available to all who were present prior to the meeting being called to order.

**Sandgate Selectboard  
Minutes for Meeting of February 20, 2012**

1. **Call to Order:** The Meeting was called to order at 6:34 PM by Mr. Trachte.
2. **Selectboard members present:** Don Trachte, Chair; Judy Boehlert, Vice Chair; Tom Fierravanti; Betsy LaVecchia; Lee Arrington, Selectboard Assistant.
3. **Approve outstanding minutes from January 23, 2012 and February 7, 2012.** Ms. Boehlert moved to approve the minutes from January 23, 2012 as written and the motion was seconded by Mr. Fierravanti and unanimously agreed. The minutes from the February 7, 2012 meeting that met without a quorum were approved by the Selectboard as written.
4. **Appearances by Local Citizens and Visitors:** None.
5. **Announcements:**
  - a. Informational documents for the Equinox Visitors Center have been received and state that all wastewater permits have been filed.
6. **Reports:**
  - a. **Treasurer's Report:** Briefly review the Treasurer's report from February 6, 2012 and discuss appropriations.
  - b. **Highway Report:** Discuss the Winter Materials and Hauling budget reaching 98% of its allocation and the need to move money from the restricted fund to cover expenses until the Summer Materials and Hauling season begins in April. Ms. Boehlert moved that \$15,000 be transferred from the restricted fund to the Winter Materials and Hauling fund and the motion was seconded by Mr. Fierravanti and unanimously agreed. Discuss when the latest Highway Report is expected from Ed Pike and the numerous telephone calls received from town's people about the state of the Sandgate Roads. Mr. Fierravanti raised the issue of logging and the potential need to close the roads a month early due to this winter's weather conditions.
7. **New Business:**
  - a. **Over weight permit requests:**
    - i. RK Miles submitted an overweight vehicle permit request complete with application, proof of insurance, vehicle identification and the appropriate payment. Mr. Trachte moved to approve RK Miles' overweight permit request and the motion was seconded by Ms. LaVecchia and unanimously agreed.
    - ii. Northeast Timber Exchange submitted an overweight vehicle permit request that included the application and vehicle identification, but no proof of insurance and a question as to whether the \$10 in cash stapled to the application truly belonged with it. Need to discuss the submitted materials with the Town Clerk and

complete the necessary requirements so the request can be approved. Ms. Boehlert moved to approve Northeast Timber Exchange's overweight vehicle permit request once all the requirements have been met and the motion was seconded by Mr. Fierravanti and unanimously agreed.

iii. Bruce Tenney Trucking has said that they have submitted an overweight vehicle permit request but no paper work has been received as of yet. Ms. Boehlert informed the Selectboard that there may be an unprinted fax stuck in the fax machine's memory that the Town Clerk has been unable to retrieve. The Selectboard was not sure if the trucking company has begun logging on West Sandgate Road without the completed application and will need to investigate the matter further. Mr. Fierravanti plans to visit the logging site tomorrow to find out what company they are affiliated with. Ms. Boehlert moved to approve Bruce Tenney Trucking's overweight vehicle permit request once all the requirements have been met and the motion was seconded by Mr. Fierravanti and unanimously agreed. (Post Meeting Note: Northeast Timber Exchange and Bruce Tenney Trucking represent the same overweight request. Ms. Boehlert verified that all requested information was received and signed the Permit on 02/21/12.)

- b. Annual Financial Plan for the highway department for the fiscal year 2011-12 requires signatures for completion. Review calculations and the form completed by Mr. Trachte and receive signatures from all of the Selectboard members. The Annual Financial Plan for 2012-13 is scheduled to be completed following the Town Meeting next month.
- c. Approving the confirmation of Lisa Robinson joining the Zoning and Planning Commission. Ms. Boehlert moved that the Selectboard approve Lisa Robinson to the Zoning and Planning Commission and the motion was seconded by Mr. Fierravanti and unanimously agreed.
- d. New labor law posters have been received for the town hall. Ms. Boehlert moved to approve the purchase of the new labor law posters, and the posting of them as required. The motion was seconded by Ms. LaVecchia and unanimously agreed.

## 8. Old Business:

- a. Review of action item list. The census report has been completed by Ms. Boehlert and the Town Clerk as best as possible and the remaining financial questions have been forwarded to the Treasurer for final completion. Discuss FEMA forms, their incomplete status, and the need to enter everything into a computer program to fulfill FEMA's requirements. Discuss question as to the FEMA deadlines and the need to follow up with the assigned representative. Discuss the continued search for the "Overweight Vehicle Policy." Mr. Fierravanti is to search through the records to locate it so the Selectboard can verify what the legal weight limit is. The Sandgate website is still being updated and Ms. Boehlert discussed the difficulty in the process of posting the bi-monthly minutes. The Independent Audit is still pending and awaits the Treasurer's response. Discuss the fact that the audit will not be completed by the Town Meeting. Mr. Trachte is to contact the Treasurer regarding an update of the Independent Audit, its' current status and the expected timeline for completion. The Zoning Board is currently working on the Zoning By-Laws. The Town Hall maintenance and repairs are pending due to unreturned phone calls and unattended meetings to examine the damage and estimate the work that needs to be done. Need to request and receive

- sealed bids to complete the work and discuss possible contractors to review the work beforehand. Mr. Fierravanti discussed his contacts and will call to find out who is available before the Town Meeting. Discuss the dry hydrant installation, the grant involved, and the upcoming expiration for the grant of May 31, 2012. Discuss differences and potential savings between using an outside contractor and the Town's road crew to do the work. The Selectboard set the due date of March 31, 2012, weather permitting, for the road crew to complete the work. Mr. Trachte will discuss the Selectboard's decision and the scheduling of this work with Ed Pike.
- b. Review of Town Report and preparation for Town Meeting. Ms. Boehlert informed the Selectboard that there were a number of errors in the Town Report including incorrect representatives and incorrect expiration dates for terms of office. Ms. Boehlert will review the Town Report and be prepared to answer any questions at Town Meeting about the errors. It was noted that the Compensation Schedule needs to be looked at by the first full meeting of the Selectboard after the Town Meeting. Mr. Trachte informed the Selectboard that he would not be able to attend the Town Meeting this year and a replacement for head speaker would be needed. Discuss Mr. Fierravanti replacing Mr. Trachte as head speaker and presenting Mr. Trachte's statement for him in his absence. Briefly review changes to the budget. Mr. Trachte will write a statement for Mr. Fierravanti to present, including his notes, and meet with Mr. Fierravanti before he departs. Discuss the need for the Town Clerk to swear in Selectboard members after the election so there is not a period time without a functioning Selectboard. In the past, the Selectboard has met on the Wednesday (March 7) following the Election to swear in new members of the Board.

**9. Review of Bills and Signing of Selectboard and Highway Orders:** Selectboard members reviewed and signed the orders presented by Mr. Trachte.

**10. Adjourn:** Ms. Boehlert moved to adjourn the meeting at 7:40 PM. The motion was seconded by Ms. LaVecchia and unanimously agreed.

**11. Next Meeting:** March 19, 2012 at 6:30 PM.

**Respectfully submitted,**

**Lee Arrington, Selectboard Assistant**